

Audit manager: Front end overview

Archived

Please read [this article](#) for the steps ahead of this stage of the process.

Introduction to the front-end

Now that you have built the clauses and question sets for the standard and audit you wish to run, you can navigate to the front end of the Application.

A screenshot of the Claromentis Audit Manager interface. The top navigation bar is pink and contains the logo 'claromentis', a search bar with the text 'What are you looking for?', and icons for a calendar (03:38), a user profile, a bookmark, and a grid. Below the navigation bar is a menu with items: HOME, COMPANY, DEPARTMENT (with a dropdown arrow), FORMS (with a dropdown arrow), LEARNING, PROJECTS, SUMMER EVENT, BOOK A PERSONALISED DEMO, and LEARN MORE. The main content area is titled 'Audit Manager' and features a '+ New audit' button and a list icon. Below this is a calendar for the year 2019, with months from January to September visible. On the right side, there is a 'Search' section with a search bar and 'Advanced Search' link, a 'My Actions' section with the text 'You have no actio', and a 'Stats' section for 'January 2019' showing 'No of Audits' with three categories: 'PLANNED' (green), 'PROPOSED' (light green), and 'ACCEPTED' (light green).

You will see a calendar - this displays all the audits you are running throughout the year.

It is typical to break an audit for a particular standard up into monthly chunks across the year so that by the time your audit is due in January, each clause has been addressed in manageable chunks.

Audits can also be in different stages - these are denoted on the right-hand side.

The colours here will help you identify which audits are in which stage across the calendar view.

You will also see  button - provided an administrator for Audit Manager has enabled these permissions for you.

Next to this, you have the following buttons:



List view: Here you can search and view all of the audits you have scheduled at any stage of the process. This can be helpful as a filtering tool when there are a lot of standards and audits in each stage of the process.

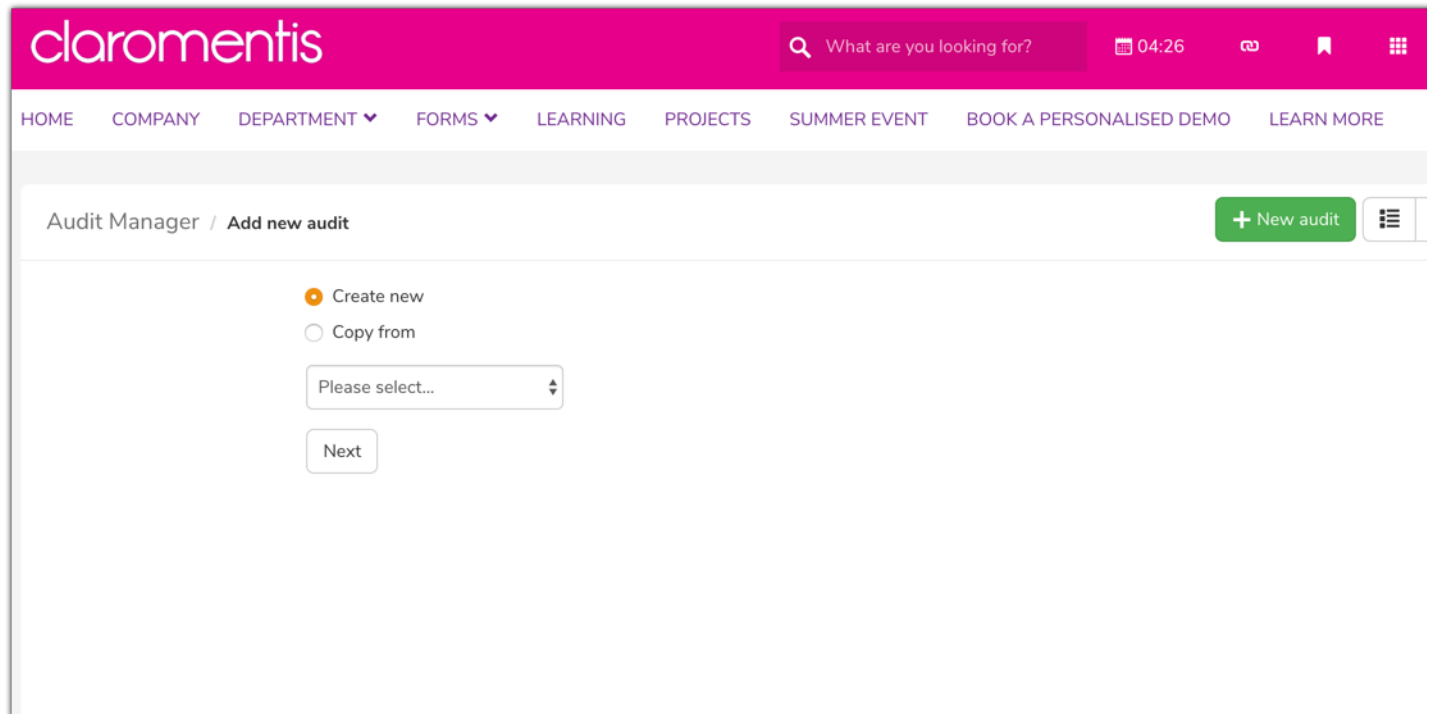
Actions: When an audit is 'In progress,' you will be able to assign users tasks and actions so you can successfully answer the questions that enable you to meet a clause. Choosing this option displays all the actions that have been assigned to you so you can keep track of and manage them.

Question sets: Here you will find a list of the question sets that have been built out on the admin side of the application for each clause.

Clauses: Here you will find a list of the clauses for each standard that have been added via the admin side of the application.

Adding an audit

Clicking the 'New Audit' button will bring up this page:



As mentioned earlier, it is typical to break the same audit into monthly (or weekly) chunks.

This 'Copy from' feature enables you to replicate the basis of your audit to save you from creating 12 identical ones for the same overall audit.

When creating fresh you will see this page:

Summary

Stage **PLANNED**

Title *

Reference

Site *

Actual date *
Date agreed with Auditee

Lead Auditor *

Auditee *

Description

Actions Metadata

Responses Metadata

Permissions

The title you may want to call the overall name of the standard e.g. 'Environmental Management' with the reference 'ISO 14001'.

You can select the date agreed with the auditor and factor in additional fields for metadata should you wish. You can also set more thorough permissions here for users who will need involvement.

When you click submit, you will next be able to select the group of questions you would like to allocate to this particular audit.

Perhaps it will be all the question sets or just some.

HOME COMPANY DEPARTMENT ▾ FORMS ▾ LEARNING PROJECTS SUMMER EVENT BOOK A PERSONALISED DEMO LEARN MORE

Audit Manager / Add new audit

Step 2 of 2

Question Sets

You can add Ad-hoc Questions once your Audit has been created.

<input type="checkbox"/> Name	Type	Date Created
<input type="checkbox"/> ISO 14001 - (4) Context	HSE	26 November 201

Finally, you will see the audit dashboard. The options available on this page will change depending on what stage the audit is in. You can adjust this by clicking here:

Audit Manager / Audit Details

+ New audit



Environmental management AU00002

Ref ISO 14001
 Site Default
 Lead Auditor Abigail Clark
 Auditee Mary Rees

Stage PLANNED >

Changed by Claromentis Administrator

Last Modified 26-11-2019 07:31

Edit properties

Response Progress

0%

Actions Progress: 0 Actions (0 Verified)

Summary Question Sets Notes History

Summary

Question Sets

ISO 14001 - (4) Context

When you reach the 'In progress' stage, you will have all the available options as follows:

Audit Manager / Audit Details

+ New audit



Environmental management AU00001

Ref ISO 14001
 Site Default
 Lead Auditor Claromentis Administrator
 Auditee Claromentis Administrator

Stage IN PROGRESS >

Changed by Claromentis Administrator

Last Modified 25-11-2019 02:53

Edit permissions

Response Progress

0%

Actions Progress: 0 Actions (0 Verified)

Summary Question Sets Responses Actions Notes History

Summary: This shows the overall stats achieved, it will be explained further later on.

Summary Question Sets Responses Actions Notes History

Summary

Total Score Achieved 0

Pass score N/A

Percentage N/A

No. of Responses 0

General comments

Auditee comments

Question Sets

4.1 Understand your organisation's particular context

Score	
POSITIVE	0
PASS	0
OBSERVATION	0
MINOR NC	0
MAJOR NC	0
NOT ASKED	0

Actions

Remedial	0
Corrective	0
Preventive	0
Total	0

Question Sets: Here are the listed question sets you tied earlier to this audit. As the audit is now in progress, you can begin to score yourself against the questions. A numeric score is associated with the selection chosen in the top box - you can then assign a specific cause to the reason for scoring a 'Minor non-compliance'.

Response Progress 33% Actions Progress: 0 Actions (0 Verified)

Summary Question Sets Responses Actions

Question Sets / Question Set

4.1 Understand your organisation's particular context

Type HSE

No.	Question	Score	Root Cause
1	Question 1.....	PASS	
2	Question 2.....	+	
3	Question 3	+	

Add/Edit Response

Score: MINOR NC

Commentary:

Root Cause: Please select...

Responses: Here is the summary of the responses to the questions

Summary Question Sets Responses Actions Notes History

All Audit Responses

ID	Response	Type	Root Cause	No. Actions	Date Created	Created by
1		PASS		-	26-11-2019 08:08	Claromentis Administrator
2		PASS		-	26-11-2019 08:08	Claromentis Administrator
3		MINOR NC	Lack of Resources	-	26-11-2019 08:09	Claromentis Administrator
4		POSITIVE		-	26-11-2019 08:09	Claromentis Administrator

Actions: Back in the question sets tab, you can add actions to questions you may have been unable to give a 'Pass' or 'Positive' status to.

Add/Edit Action

Description * Order the required resources to complete this item

Type Corrective

Associated Procedure

Recipient Select user

Line Manager Select user

Verifier Select user

Due Date 26-11-2019

Responses

ID	Response
1	

Here you can assign these actions to people to ensure the non-compliance is addressed. They are shown as follows in the 'Actions' tab:

All Audit Actions

ID	Action	Type	Due Date	Stage	Recipient	Verifier	Created by
1	Order the required resources to complete this item	Corrective	26 November 2019	OPEN			Claromentis Administrator

Notes: Anyone involved in the audit can leave updates or notes here for everyone to see.

History: This keeps a track of all the changes made to the audit

The summary page explained:

Summary Question Sets Responses Actions Notes History

Summary

Total Score Achieved	24
Pass score	28
Percentage	85%
No. of Responses	4

General comments

Auditee comments

Question Sets

4.1 Understand your organisation's particular context

Score	
POSITIVE	1
PASS	2
OBSERVATION	0
MINOR NC	1
MAJOR NC	0
NOT ASKED	0

Actions	
Remedial	0
Corrective	1
Preventive	0
Total	1

The summary section here gives the score. The 'Score' section is essentially a count of all the questions which are in each of the scoring categories.

Closing an audit

The final stage in the audit process is 'Closed'. You will only be able to progress to this stage when all actions have been completed by their nominated user, and verified by their selected line manager.

Audit Manager / Audit Details + New audit

Environmental management AU00002

Ref	ISO 14001
Site	Default
Lead Auditor	Abigail Clark
Auditee	Mary Rees

Stage: CLOSED >

Changed by: Claromentis Administrator

Last Modified: 27-11-2019 01:29

[Edit permissions](#)

Response Progress 100%

Actions Progress: 0 Actions (0 Verified)

Summary Question Sets Responses Actions Notes History

Summary

Total Score Achieved	34
Pass score	28

Question Sets

ISO 14001 - (4) Context

Score	
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Actions	
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